

Daily Activity Report

I. Material not forwarded to DD/S

- a. Annual Report on Incentive Awards - Civil Service
Circular received requesting info and statistics on Incentive Awards Program. According to Personnel we will comply. Sent to Management. Due: 1 Sept

25X1A2g

- b. PAPS Review of Admin Plans - Received 5 review memos from PAPS on the [REDACTED] series which is the PP complex [REDACTED]. All 5 plans complied with and adequate. Sent to Mr. Lloyd.

25X1A6a

- c. Night Force to Work on RI Backlog - Memo from Vernon [REDACTED] to DD/P discussing critical situation in RI and proposing regular night force of 50 employees. Plan worked out with [REDACTED]. In one area (the original carding of data) there is a backlog of 600,000 items. At present rate will take 3 years to eliminate. In another area (the consolidation of files) about 15 years may be required, at present rate, to complete task. Forwarded to Mr. Lloyd for info.

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25X1A9a

- d. Air Conditioners for Personnel - Received Logistics request for authority to procure air conditioners for Personnel group moving out of Curie to make room for [REDACTED]. Reasoning advanced that since [REDACTED] is authorized air-conditioning equipment it would be more economical to leave Personnel's air conditioners in place and purchase new ones for Personnel. About 40 new units involved. To Mr. Lloyd for review.

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25X1A2g

II. Miscellaneous Activities

- a. Proprietary Projects - Salaries in excess of GS-15
I attended a meeting this afternoon with representatives of OGC, Personnel, and Comptroller on this subject. Believe proposed regulation is now ready for formal coordination. Related regulations applying to contract personnel are also ready for coordination.

C. B.